

Capability Assessment

1. Describe and identify the corporate approach to performing the work specified by FAA's Market Survey:

- a) The type of services typically provided by your firm.
- b) The vendors' corporate structure (i.e., how it is organized to oversee, manage and ensure quality delivery of the services described herein and the internal methodology implemented to measure cost and control the schedule for the work described herein).
- c) How your business can meet FAA objectives for management training and create an adult learning environment to include residential delivery and e-learning.
- d) Describe your program management methodology.

2. Provide relevant experience that demonstrates the ability to perform the described services, gained on government contracts or private sector contracts. The description shall include the information below for two contracts performed within the past five years:

- a) Project title/description
- b) Customer name, and Customer point of contact (POC) information including e-mail address and telephone number
- c) Project value and Project start-end dates
- d) Description of services provided, and how that work is relevant to the proposed effort

3. Describe your Facilitator Resources to include:

- a) Capability to provide instructors with the minimum qualifications: Masters Degree in a relevant field; a minimum of three year's experience as a manager and demonstrated expertise as a teacher of adult learners.
- b) Instructional experience maintained within your organization and how the Instructors are assigned to your customers (i.e. lead-time required to ensure availability of qualified instructors, etc.)
- c) How your management conducts data analysis, resource planning, and Instructor training to assess the quality of the delivery of the services described in herein.

- d) Describe how transition is managed (i.e. converting course deliveries to e- learning, the associated plans for managing staff competencies in training concepts, best practices, and technology).

4. Identify and describe your current affiliations, if any, with organizations, academic institutions or subcontractors that may assist in delivering instruction. Have you utilized these affiliations and/or subcontractors to deliver contract services; how much and why this was this a beneficial arrangement for the parties (i.e. availability, quality, cost). Talk about these arrangements; provide a summary of accomplishments. In particular, respondents should identify established relationships with service-disabled veteran-owned small businesses (SDVOSB) and 8(a) certified small businesses (if any) who are available resources to support a potential contract and help the FAA meet its small business utilization objectives.